

Workshops

July 2016

★ **Heber Employment Center**
69 N. 600 W., Suite C • Heber City
435-654-6505

★ **Park City Employment Center**
1960 Sidewinder Dr. #103 • Park City
435-649-0921

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

| Job Seeking Skills | | |
|---|-------------------------------------|--------------------|
| RESUMÉ WRITING & COVER LETTERS: | | LOCATION: |
| July 1 July 14 | 9:00 AM–11:00 AM 2:00 PM–4:00 PM | Park City Heber |
| INTERVIEWING SKILLS: | | |
| July 8 July 28 | 2:00 PM–4:00 PM 2:00 PM–4:00 PM | Park City Heber |
| JOB SEARCH STRATEGIES: | | |
| July 7 July 29 | 2:00 PM–4:00 PM 9:00 AM–11:00 AM | Heber Park City |
| EMPLOYMENT ESSENTIALS: | | |
| July 8 | 9:00 AM–11:00 AM | Heber |
| *LINKEDIN #1: | | |
| Please call to schedule an appointment. | | |

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required..

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.